

Retention and Classification Report

Agency: Apple Valley (Utah) (3252)

1777 North Meadowlark Drive
Apple Valley, UT 84737

Records Officer Nathan Bronemann

28198 General correspondence

AGENCY: Apple Valley (Utah)

SERIES: 28198

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TITLE: General correspondence

DATES: 2011-

ARRANGEMENT: Alphabetical by e-mail account name, thereunder chronological
DESCRIPTION:

These electronic mail files contain the daily correspondence of city officials, including the mayor. They document the inner workings of Apple Valley, Utah, and cover various subjects such as parks and recreation, water, budget issues, roadway signs, and other responsibilities of government.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

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SERIES: 28198

TITLE: General correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. personal information of employees and constituents